

## **ACS VOLUNTEER POSITION DESCRIPTION**

**PROGRAM:** Relocation Program

**POSITION/TITLE:** Web Activities Designer

**FIRST LINE SUPERVISOR:** Relocation Coordinator or Assistant

**SECOND LIND SUPERVISOR:** ACS Volunteer Supervisor

**GOAL/OBJECTIVE:** Provide helpful, but fun information and resources to soldiers and family members relocating to Fort Riley.

**DUTIES:** 1) WEB Activities Design - Fort Riley: Researches and creates on disc activities (mini coloring book, crossword puzzles, connect the dots, stories with pictures symbolizing some of the wording, etc.) for children, youth and adults to learn about Fort Riley; Or, 2) WEB Activities Design – Kansas: Researches and creates on disc activities (mini coloring book, crossword puzzles, connect the dots, stories with little pictures symbolizing some of the wording, etc.) for children, youth and adults wanting to learn about Kansas; Work may require long periods of sitting; Volunteer may be requested to assist with activities that may require long periods of standing, bending, lifting and stooping; Volunteer may be requested to assist during non-duty (evenings and weekends) hours, however this is not mandatory.

**TIME/DRIVING REQUIREMENT:** Time to be negotiated between volunteer and supervisor at volunteer discretion; Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

**QUALIFICATIONS:** Typing and office automation software skills; Must be creative and imaginative; Ability to work independently; Ability to make recognizable drawings (if selection to do a coloring book or writing stories and pictures); Understanding of and commitment to avoid plagiarism; Dedication to project completion; Commitment to schedule and agreement to notify supervisor when schedule needs to be changed.

**TRAINING:** Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

**EVALUATIONS:** Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.